

~~CONFIDENTIAL~~

AR- 0367

Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050008-5

~~Security Information~~

MEMORANDUM FOR: Deputy Director (Administration) 25 March 1952

FROM : Chief, General Services

SUBJECT : Table of Organization Increases

1. Pending submission of an overall recommendation for T/O changes for Administrative Service, the following immediate increases are requested:

a. BUILDING MAINTENANCE AND UTILITIES DIVISION:

- (1) Office of the Chief:
GS-7 - Building Maintenance Assistant - 1
- (2) Telephone Branch:
GS-7 - Assistant Chief - 1
GS-3 - Clerk-Typist - 1
GS-4 - Telephone Operators - 8

b. RECORDS MANAGEMENT AND DISTRIBUTION DIVISION:

(1) Mail Control Branch:

GS-9 - Chief -
GS-8 - Assistant Chief -
GS-4 - Clerk (Typing) -
GS-7 - Courier Supervisor -
GS-6 - Mail Clerk -
GS-6 - Courier -
GS-5 - Courier -
GS-5 - Mail Supervisor -
GS-4 - Mail Clerk -
GS-4 - Courier -
GS-4 - File Clerk -
GS-3 - Courier -
GS-3 - Mail Clerk -
CPC-4 - Messenger -
CPC-3 - Messenger -

Total

*This is the general overall readjustment which will provide a net increase in the Mail Control Branch of ten (10) positions.

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Document No. 130878	By: 130878
<input checked="" type="checkbox"/> No Change in Class.	
<input type="checkbox"/> Declassified	
Class. Changed To: TS	
Auth: 130878	
Date: 130878	

2. This request is submitted under justifications outlined in overall staff study in accordance with oral instructions of the A-DD/A.

JWR:djk
Distribution:
Orig-addressee
1-A-DD/A
2-Cf, GS

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Chief, General Services

~~SECRET~~

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TRANSMITTAL SLIP		
26 Mar 52 DATE		
TO: Chief, Organization & Methods Service		
BUILDING 2210 E Street	ROOM NO. 202	
REMARKS:		
<p>I have satisfied myself by personal investigation that the increases requested in the Building, Maintenance and Utilities Division are necessary insofar as the number of people requested is concerned.</p> <p>The increase in the Mail Control Branch is prompted by a recent security survey of the courier service made by I&S. However, I instructed [REDACTED] to request a sufficient number of additional couriers to comply with the recommendations of I&S, but I had not anticipated over</p>		
FROM: ADD/A		
BUILDING	ROOM NO.	EXTENSION

FORM NO 36-8
SEP 1946

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that as many as ten additional positions would be required. You should satisfy yourself that this number is actually necessary and the request for increase should be subjected to review by Personnel and the Comptroller.

Whatever increase is granted will not affect personnel ceilings at this time.

LKW